

## General Registrant CPD FAQ

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October 2014

### Medical practitioner audit

Medical practitioners registered with the Medical Board of Australia (the Board) need to complete a minimum number of continuing professional development (CPD) hours that are relevant to their scope of practice.

The Board's continuing professional development registration standard is accessible on the [Registration Standards page](#) of the Board's website. This sets out the Board's expectations in relation to CPD.

These frequently asked questions (FAQ) answer common questions about the different CPD requirements for the groups of general registrants only.

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## What is CPD?

Medical practitioners who are engaged in any form of medical practice are required to participate in continuing professional development (CPD). The CPD must be relevant to your scope of practice so you can maintain, develop, update and enhance your knowledge, skills and performance and deliver appropriate and safe care.

CPD must include a range of activities to meet individual learning needs, including practice-based reflective elements, such as clinical audit, peer review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning. CPD programs of medical colleges accredited by the Australian Medical Council (AMC) meet these requirements.

## Overview – CPD evidence requirements

For CPD, general registrants fall into six different groups.

TABLE 1 (below) shows the different CPD requirements and the relevant category of the CPD Registration Standard.

**TABLE 1 - CPD evidence requirements by practitioner type**

### Trainee

Group	Practitioner type	CPD requirements and relevant clause of CPD Registration Standard	Evidence Requirements
1	<b>Trainee</b>  Either: <ul style="list-style-type: none"><li>• Prevocational trainee or college vocational trainee</li></ul> <b>or</b> <ul style="list-style-type: none"><li>• Unaccredited trainee</li></ul> An unaccredited trainee has a substantive registrar position and the opportunities for learning and experience in the relevant specialty even though they may not have participated in the full College training program for accredited trainees.	Participation in supervised training and education programs associated with their position.  <i>4c of CPD registration standard</i>	Signed letter from their supervising hospital or teaching practice that confirms they participated in the supervised training and education program associated with their position anytime from 1 October to 30 September.  A letter template is available on the <a href="#">Medical Board of Australia website</a>

## Self-directed

Group	Practitioner type	CPD requirements and relevant clause of CPD Registration Standard	Evidence Requirements
2	<b>Self-directed</b>	<ul style="list-style-type: none"> <li>50 hours CPD activity per year.</li> <li><b>Must</b> include one activity of peer review or clinical audit or performance appraisal.</li> </ul> <p><i>4g of CPD registration standard</i></p>	<ul style="list-style-type: none"> <li>✓ CPD activities must relate to keeping up-to-date with your scope of practice.</li> <li>✓ Documents to substantiate 50 hours of activity.</li> <li>✓ All activities claimed must be in hours.</li> <li>✓ Must include one of peer review (category 1) <b>OR</b> clinical audit (category 2) <b>OR</b> performance appraisal (category 3).</li> <li>✓ Remaining hours to be made up from categories 4 to 12.</li> <li>✓ Activities must be in the previous registration year from 1 October to 30 September.</li> <li>✓ Participants in accredited or non accredited medical colleges must provide full documentary evidence of activities.</li> <li>✗ Non accredited college completion or 'recertification' certificates are not acceptable.</li> <li>✗ Accredited college completion certificates are not acceptable evidence.</li> <li>✗ Activities measured in credits or points are not acceptable.</li> </ul> <p>See Table 2 Self-directed program for an explanation of the types of acceptable evidence.</p>

## Junior Doctor

Group	Practitioner type	CPD requirements and relevant clause of CPD Registration Standard	Evidence Requirements
3	Junior Doctor	<ul style="list-style-type: none"> <li>50 hours CPD activity per year.</li> <li><b>Must</b> include one activity of peer review or clinical audit or performance appraisal.</li> </ul> <p><i>4g of CPD registration standard</i></p>	<ul style="list-style-type: none"> <li>✓ CPD activities must relate to keeping up-to-date with your scope of practice.</li> <li>✓ Documents to substantiate 50 hours of activity.</li> <li>✓ All activities claimed must be in hours.</li> <li>✓ Must include one of peer review (category 1) <b>OR</b> clinical audit (category 2) <b>OR</b> performance appraisal (category 3).</li> <li>✓ Remaining hours to be made up from categories 4 to 12.</li> <li>✓ Activities must be in the previous registration year from 1 October to 30 September.</li> <li>✓ Participants in accredited or non accredited medical colleges must provide full documentary evidence of activities.</li> <li>✗ Non accredited college completion or 'recertification' certificates are not acceptable.</li> <li>✗ Accredited college completion certificates are not acceptable evidence.</li> <li>✗ Activities measured in credits or points are not acceptable.</li> </ul> <p><b>See Table 2 Self-directed program for an explanation of the types of acceptable evidence.</b></p>

Non member and non Fellow of an accredited specialist college

Group	Practitioner type	CPD requirements and relevant clause of CPD Registration Standard	Evidence Requirements
4	<p><b>Non member and non Fellow</b> of an accredited specialist college.</p> <p>General registrant who participated in an accredited specialist college CPD program.</p>	<ul style="list-style-type: none"> <li>• 50 hours CPD activity per year.</li> <li>• <b>Must</b> include one activity of peer review or clinical audit or performance appraisal.</li> </ul> <p><i>4g of CPD registration standard</i></p>	<ul style="list-style-type: none"> <li>✓ CPD activities must relate to keeping up-to-date with your scope of practice.</li> <li>✓ Documents to substantiate 50 hours of activity.</li> <li>✓ All activities claimed must be in hours.</li> <li>✓ Must include one of peer review (category 1) <b>OR</b> clinical audit (category 2) <b>OR</b> performance appraisal (category 3).</li> <li>✓ Remaining hours to be made up from categories 4 to 12.</li> <li>✓ Activities must be in the previous registration year from 1 October to 30 September.</li> <li>✓ Participants in accredited or non accredited medical colleges must provide full documentary evidence of activities.</li> <li>✗ Non accredited college completion or 'recertification' certificates are not acceptable.</li> <li>✗ Accredited college completion certificates are not acceptable evidence.</li> <li>✗ Activities measured in credits or points are not acceptable.</li> </ul> <p><b>See Table 2 Self-directed program for an explanation of the types of acceptable evidence.</b></p>

## Member of an accredited specialist college

Group	Practitioner type	CPD requirements and relevant clause of CPD Registration Standard	Evidence Requirements
5	<p><b>Member</b> of an accredited specialist college.</p> <p>General registrant who participated in an accredited specialist college CPD program as a member.</p>	<ul style="list-style-type: none"> <li>✓ As required by the accredited medical college.</li> <li>✓ Must demonstrate college membership.</li> <li>✗ Payment to participate in a college program does not demonstrate membership.</li> </ul> <p><i>4a of CPD registration standard</i></p>	<ul style="list-style-type: none"> <li>✓ Documentary evidence to substantiate activities claimed under college program.</li> <li>✓ Documents to demonstrate college membership.</li> </ul> <p>(See <b>TABLE 3</b> for college membership categories.)</p>

A member of RACGP or ACRRM can provide the following documents together with evidence of college membership. No other documents are needed.

### Royal Australian College of General Practitioners

Audited in:	Evidence Required
2014	<ul style="list-style-type: none"> <li>• 2011-13 Quality Improvement and Continuing Professional Development Program (QI&amp;CPD) Triennium Certificate, <b>AND</b></li> <li>• 2011-13 Credit Point Statement.</li> </ul>
2015	Annual Credit Point Statement only.
2016	Annual Credit Point Statement only.
2017	<ul style="list-style-type: none"> <li>• 2014-16 QI&amp;CPD Triennium Certificate <b>AND</b></li> <li>• Credit Point Statement.</li> </ul>

### Australian College of Rural and Remote Medicine

Audited in:	Evidence Required
2014	<ul style="list-style-type: none"> <li>• 2011-13 Professional Development Program (PDP) Certificate of Compliance, <b>AND</b></li> <li>• PDP Statement covering the period 2011-13.</li> </ul>
2015	Annual PDP Statement only.
2016	Annual PDP Statement only.
2017	<ul style="list-style-type: none"> <li>• 2014-16 PDP Certificate of Compliance, <b>AND</b></li> <li>• PDP Statement covering the period 2014-16.</li> </ul>

#### Fellow of an accredited specialist college

Group	Practitioner type	CPD requirements and relevant clause of CPD Registration Standard	Evidence Requirements
6	<b>Fellow</b> of an accredited specialist college  General registrant who participated in an accredited specialist college CPD program as a Fellow.	As required by the accredited medical college.  <i>4a of CPD registration standard</i>	Full documentary evidence to substantiate activities claimed under college program.

A Fellow of RACGP or ACRRM can provide the following documents with no other evidence needed.

#### Royal Australian College of General Practitioners

Audited in:	Evidence Required
2014	<ul style="list-style-type: none"> <li>2011-13 Quality Improvement and Continuing Professional Development Program (QI&amp;CPD) Triennium Certificate, <b>AND</b></li> <li>2011-13 Credit Point Statement.</li> </ul>
2015	Annual Credit Point Statement only.
2016	Annual Credit Point Statement only.
2017	<ul style="list-style-type: none"> <li>2014-16 QI&amp;CPD Triennium Certificate <b>AND</b></li> <li>Credit Point Statement.</li> </ul>

#### Australian College of Rural and Remote Medicine

Audited in:	Evidence Required
2014	<ul style="list-style-type: none"> <li>2011-13 Professional Development Program (PDP) Certificate of Compliance, <b>AND</b></li> <li>PDP Statement covering the period 2011-13.</li> </ul>
2015	Annual PDP Statement only.
2016	Annual PDP Statement only.
2017	<ul style="list-style-type: none"> <li>2014-16 PDP Certificate of Compliance, <b>AND</b></li> <li>PDP Statement covering the period 2014-16.</li> </ul>



## 1. Trainee: prevocational, or college vocational, or unaccredited trainee and practitioner with general registration only

### 1.1 What is the CPD requirement?

The Board's [CPD registration standard](#) requires medical practitioners who hold general registration and are prevocational trainees, or college vocational trainees, or unaccredited trainees to participate in supervised training and education programs associated with their position.

### 1.2 What do I need to do?

If you are a trainee in an Australian supervised training or education program you must provide either:

- a signed letter or report from your supervising hospital or teaching practice that confirms you participated in the supervised training and education programs associated with your position from 1 October to 30 September in the year being audited. You can ask your hospital or teaching practice to complete the letter template that is accessible at Medical Board of Australia - Audit
- a signed report from your supervisor on hospital rotations from 1 October to 30 September in the year being audited is not acceptable evidence.

If you were a trainee in an overseas supervised Fellowship training or education program you must provide:

- a signed letter from the relevant AMC accredited specialist college advising whether the CPD undertaken is acceptable to the college.

## 2. General registration only and NOT a member or Fellow of an accredited college

### 2.1 What is the CPD requirement?

The Board's [CPD registration standard](#) requires a self-directed program of 50 hours of CPD to be completed in the period from 1 October to 30 September each year. The 50 hours must include practice-based reflective elements; one of either clinical audit, **OR** peer review **OR** performance appraisal.

### 2.2 What do I need to do?

You must submit documentation and evidence to substantiate the declaration you made when you renewed your registration, that you undertook the required 50 hours of CPD in the period from 1 October to 30 September in the year being audited including:

- a mandatory practice-based reflective element of either clinical audit, **OR** peer review **OR** performance appraisal, **AND**
- activities to enhance knowledge including: courses, conferences and online learning.

Your activities **must** be relevant to your scope of practice.

You must provide:

- a completed cover sheet that outlines the categories and the correct number of hours claimed **AND**
- copies of evidence to substantiate the activities claimed. (Please don't send original documents to AHPRA.)

The coversheet is accessible on the [Audit page](#) of the Board's website.

### 2.3 What is acceptable evidence?

TABLE 2: Self-directed CPD program shows the types of acceptable evidence. You can access TABLE 2 as part of the coversheet on the [Audit page](#) of the Board's website.

For recurrent activities, a signed summary statement from head of department or clinical director is acceptable.

**TABLE 2 - Self Directed CPD Program: Acceptable Evidence**

Category of CPD	Acceptable evidence – must be shown in hours	Exclusions – unacceptable evidence
1. Clinical Audit	<p><b>Explanation:</b> A clinical audit compares actual clinical practice against established standards of practice. The audit has two main components: An evaluation of the care that the individual practitioner provides, and a quality improvement process.</p> <p><b>Evidence:</b></p> <ul style="list-style-type: none"> <li>• Certificate confirming completion of clinical audit eg NPS, college approved audit tool etc; <b>OR</b></li> <li>• Short summary of recommendations and implemented changes; <b>OR</b></li> <li>• Description of the process that was undertaken and a reflection on what was learnt.</li> </ul>	There are no exclusions
2. Peer Review	<p><b>Explanation:</b> Meetings undertaken by and with peers with the aim of updating knowledge and improving practice through the presentation of one's own work to one's peers with the expectation of free and frank review.</p> <p><b>Evidence:</b></p> <ul style="list-style-type: none"> <li>• Documented account of case review or discussion with peer or team; <b>OR</b></li> <li>• Evidence of log book or diary entry; <b>OR</b></li> <li>• Description of peer review activity and a reflection on what was learnt.</li> </ul>	There are no exclusions
3. Performance Appraisal	<p><b>Explanation:</b> Activities that allow the practitioner to review their practice /performance.</p> <p><b>Evidence:</b></p> <ul style="list-style-type: none"> <li>• Documentation to show how the practitioner reviewed or improved their practice or performance and a reflection on what was learned; <b>OR</b></li> <li>• Description of the process undertaken and a reflection of what was learnt from the appraisal.</li> </ul>	There are no exclusions

Category of CPD	Acceptable evidence – must be shown in hours	Exclusions – unacceptable evidence
4. Courses	<b>Evidence:</b> <ul style="list-style-type: none"> <li>Attendance record <b>AND</b> documentation of the sessions attended and hours completed; <b>OR</b></li> <li>Certificate of attendance <b>AND</b> documentation of the sessions attended and hours completed.</li> <li>The sessions and hours completed can be self-documented.</li> </ul>	<p>The following do not show that you actually attended:</p> <ul style="list-style-type: none"> <li>× Certificate or record of attendance alone</li> <li>× Receipts</li> <li>× Itinerary</li> <li>× Agenda</li> <li>× Program.</li> </ul>
5. Conferences, forums, seminars	<b>Evidence:</b> <ul style="list-style-type: none"> <li>Attendance record AND documentation of the sessions attended and hours completed; OR</li> <li>Certificate of attendance AND documentation of the sessions attended and hours completed.</li> <li>The sessions and hours completed can be self-documented.</li> </ul>	<p>The following do not show that you actually attended:</p> <ul style="list-style-type: none"> <li>× Certificate or record of attendance alone</li> <li>× Receipts</li> <li>× Itinerary</li> <li>× Agenda</li> <li>× Program.</li> </ul>
6. Online Learning	<ul style="list-style-type: none"> <li>Web based verification (can include print out of completion screen, list of completed modules printed from website, evidence that questions have been attempted); <b>OR</b></li> <li>Statement of participation; <b>OR</b></li> <li>Certificate of completion; <b>OR</b></li> <li>Literature perusal that has been diarised.</li> </ul>	<ul style="list-style-type: none"> <li>× Non planned, non measured reading.</li> <li>× Web-surfing.</li> </ul>
7. Reading: Journal or Targeted textbook or Book	<ul style="list-style-type: none"> <li>Documentation trail listing articles, journals, books or text books read including the title of the article, journal, book and the date read.</li> </ul>	<p>Statutory declaration stating 50 hours reading undertaken without full documentation list that is relevant to practitioner's scope of practice.</p>
8. Discussions, journal clubs, workshops, practice clinical meeting	<ul style="list-style-type: none"> <li>Record of attendance, minutes, or equivalent that showed the practitioner attended.</li> <li>Must include name of organisation, date, time duration.</li> </ul>	<p>The following does not show that you actually attended:</p> <ul style="list-style-type: none"> <li>• Agenda.</li> </ul>
9. Publication	<ul style="list-style-type: none"> <li>Title/copy of publication that give details of the published work.</li> </ul>	<p>There are no exclusions</p>
10. Research	<ul style="list-style-type: none"> <li>Title/copy of publication papers, copies or excerpts of research proposal or, activity log and outcome statement.</li> </ul>	<p>There are no exclusions</p>
11. Education Teaching or supervision	<ul style="list-style-type: none"> <li>Reports, minutes; <b>OR</b></li> <li>letter/statement/correspondence from organiser/ administrator/ employer certifying your role as a supervisor.</li> </ul>	<p>There are no exclusions</p>

Category of CPD	Acceptable evidence – must be shown in hours	Exclusions – unacceptable evidence
12. Other	<ul style="list-style-type: none"> <li>Please provide explanation of what other CPD activities you completed if they don't fit into one of the categories above.</li> </ul>	There are no exclusions

### 3. Junior doctor with general registration only and NOT a trainee

#### 3.1 What is the CPD requirement?

The Board's [CPD registration standard](#) requires a self-directed program of 50 hours of CPD to be completed in the period from 1 October to 30 September each year. The 50 hours must include practice-based reflective elements; one of either clinical audit, **OR** peer review **OR** performance appraisal.

If you are not in an accredited training program and you are participating in hospital rotations, you must comply with the general registrant requirements.

#### 3.2 What do I need to do?

You must submit documentation and evidence to substantiate the declaration you made when you renewed your registration that you undertook the required 50 hours of CPD in the period from 1 October to 30 September in the year being audited including:

- a mandatory practice-based reflective element of either clinical audit, **OR** peer review **OR** performance appraisal, **AND**
- activities to enhance knowledge: courses, conferences and online learning.

Your activities must be relevant to your scope of practice.

You must provide:

- a completed cover sheet that outlines the categories and the correct number of hours claimed **AND**
- copies of evidence to substantiate the activities claimed. (Please don't send original documents to AHPRA.)

The coversheet is accessible on the [Audit page](#) of the Board's website.

#### 3.3 What is acceptable evidence?

TABLE 2: *Self-directed CPD program* shows the types of acceptable evidence. You can access TABLE 2 as part of the coversheet on the [Audit page](#) of the Board's website.

For recurrent activities, a signed summary statement from head of department or clinical director is acceptable.

### 4. General registrant who is NOT a member of an accredited college program but participated in a college CPD program

#### 4.1 What is the CPD requirement?

The Board's [CPD registration standard](#) requires a self-directed program of 50 hours of CPD to be completed in the period from 1 October to 30 September each year. The 50 hours must include practice-based reflective elements; one of clinical audit, **OR** peer review **OR** performance appraisal.

If you are **not** a member of an accredited medical college then you must comply with the general registrant requirements.

## 4.2 What do I need to do?

You must submit documentation and evidence to substantiate the declaration you made when you renewed your registration that you undertook the required 50 hours of CPD in the period from 1 October to 30 September in the year being audited including:

- a mandatory practice-based reflective element of either clinical audit, **OR** peer review **OR** performance appraisal, and
- activities to enhance knowledge: courses, conferences and online learning.

If you choose to use your college program as evidence of your CPD activities, you must ensure that you demonstrate 50 hours of activity including the mandatory practice-based reflective elements. Points or credits will not be accepted.

Your activities must be relevant to your scope of practice.

You must provide:

- a completed cover sheet that outlines the categories and the correct number of hours claimed **AND**
- copies of evidence to substantiate the activities claimed. (Please don't send original documents to AHPRA.)

The coversheet is accessible on the [Audit page](#) of the Board's website.

## 4.3 What is acceptable evidence?

TABLE 2: *Self-directed CPD program* shows the types of acceptable evidence. You can access TABLE 2 as part of the coversheet on the [Audit page](#) of the Board's website.

For recurrent activities, a signed summary statement from head of department or clinical director is acceptable.

## 5. General registrant who is a member of an accredited college

### 5.1 What is the CPD requirement?

If you are a general registrant who is a **member** but not a Fellow of an accredited medical college then you must meet the standard for CPD set by the medical college (category 4a of the Board's [CPD registration standard](#) ).

Paying to participate in college CPD is not evidence that you have been granted college membership.

### 5.2 What do I need to do?

If you are a member of a college (and not a Fellow) you must submit:

- a completed cover sheet that outlines the categories and hours, points, credits claimed. (The coversheet is accessible at [Medical Board of Australia - Audit](#) ); **AND**
- copies of evidence to substantiate the activities claimed. (Please don't send original documents to AHPRA); **AND**
- documentation to substantiate that in the year under audit you were a member of your relevant college.

Your activities must be relevant to your scope of practice.

A member of RACGP or ACRRM can provide the following documents together with evidence of college membership. No other documents are needed.

## Royal Australian College of General Practitioners

Audited in:	Evidence Required
2014	<ul style="list-style-type: none"> <li>2011-13 Quality Improvement and Continuing Professional Development Program (QI&amp;CPD) Triennium Certificate, <b>AND</b></li> <li>2011-13 Credit Point Statement.</li> </ul>
2015	Annual Credit Point Statement only.
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2017	<ul style="list-style-type: none"> <li>2014-16 QI&amp;CPD Triennium Certificate <b>AND</b></li> <li>Credit Point Statement.</li> </ul>

## Australian College of Rural and Remote Medicine

Audited in:	Evidence Required
2014	<ul style="list-style-type: none"> <li>2011-13 Professional Development Program (PDP) Certificate of Compliance, <b>AND</b></li> <li>PDP Statement covering the period 2011-13.</li> </ul>
2015	Annual PDP Statement only.
2016	Annual PDP Statement only.
2017	<ul style="list-style-type: none"> <li>2014-16 PDP Certificate of Compliance, <b>AND</b></li> <li>PDP Statement covering the period 2014-16.</li> </ul>

### 5.3 Who is a college member?

Paying to participate in college CPD is not evidence that you have been granted college membership.

If you are a general registrant who can demonstrate that you held membership of an accredited medical college, then you must submit evidence of your participation in the relevant college program.

Each college has its own definition of member as set out in TABLE 3: *eligible membership categories* below. Colleges who only accept Fellows as members are not shown below:

**Table 3: Eligible Membership Categories**

Note: Colleges with Fellows only as members are not shown in this table.

[Australasian College of Dermatologists](#)

[Visit the Australasian College of Dermatologists website.](#)

Eligible Membership Categories	Explanation
Retired (Limited practice)	Fellow who does some clinics and / or locum work.

Eligible Membership Categories	Explanation
Retired (scripts)	Registered medical practitioner who writes scripts only. Has limited CPD requirements.

#### Australian College of Rural and Remote Medicine

[Visit the Australian College of Rural and Remote Medicine website.](#)

ACCRM considers these practitioners as members who are eligible to be assessed under 4a of the registration standard:

Eligible Membership Categories	Explanation
Ordinary Member	A registered medical practitioner may participate in college CPD. These members include: <ul style="list-style-type: none"> <li>Fellows (mandatory CPD) on the general or specialists register</li> <li>Practitioner with limited or general, and or specialist registration</li> <li>GPs who are on the general register.</li> </ul>
Ordinary Member - Trainee	Trainees who participate in supervised training and education programs should be assessed under 4c.

The following associate members are **not** eligible to claim 4a of the standard:

- ✗ Students who are not college trainees
- ✗ Unregistered IMGs.

#### Royal Australian College of General Practitioners

[Visit the Royal Australian College of General Practitioners website.](#)

RACGP considers these practitioners as members who **are** eligible to be assessed under 4a of the registration standard:

Eligible Membership Categories	Explanation
Member	Registered medical practitioners who have a minimum of 7 years postgraduate medical experience, of which 5 years (or a part-time equivalent to a maximum of 10 years) is in general practice.
Associate	Registered medical practitioners who are not Fellows or 'full' Members.
Honorary Fellow	Registered medical practitioners who are College Fellows, members, or members of other colleges or academies and have been recognised for their service to the RACGP and or/general practice, service to medicine in the fields of education, research or administration or general service to the community.

The following practitioners are **not** eligible to claim 4a of the standard:

- ✦ Registrar Associate: Even though a Registrar is a RACGP member, they participate in general practice vocational training and would be assessed under 4c.
- ✦ Affiliates: Even though an affiliate is a RACGP member, they are **not** a registered medical practitioner. They may be an undergraduate student, practice nurse, or an IMG who is not registered to practice medicine in Australia.
- ✦ Honorary Members: Even though an honorary member is a RACGP member and has given long and meritorious service to the RACGP and/or general practice, they do **not** hold medical registration.
- ✦ Honorary Fellows: On occasion, some non-medical persons are awarded Honorary Fellowship.

#### Royal Australasian College of Medical Administrators

[Visit the Royal Australasian College of Medical Administrators website.](#)

RACMA considers these practitioners as members who are eligible to be assessed under 4a of the registration standard:

Eligible Membership Categories	Explanation
Associate Fellow	RACMA Associate Fellows who hold current Australian medical registration.

#### Royal Australasian College of Ophthalmologists

[Visit the Royal Australasian College of Ophthalmologists website.](#)

RANZCO considers these practitioners as members who are eligible to be assessed under 4a of the registration standard:

Eligible Membership Categories	Explanation
Overseas Fellow	RANZCO Fellow who works overseas and remains registered as a medical practitioner in Australia.
Overseas Scholarship / Fellowship	A qualified medical practitioner registered as a medical practitioner in Australia who is undertaking a short-term (maximum 1 year) Fellowship overseas.
Part-time on Specialist Register	A qualified medical practitioner registered as a medical practitioner on the specialist register who works no more than 2 sessions per week, or undertakes locums for no more than 6 weeks per year.
Part-time on General Register	A qualified medical practitioner registered as a medical practitioner on the general register who works no more than 2 sessions per week, or undertakes locums for no more than 6 weeks per year.

The following practitioners are **not** eligible to claim 4a of the standard:

- ✦ Trainees (assess under 4c)
- ✦ Retired Fellows who are **no longer** registered medical practitioners
- ✦ Practice Managers



- ✕ Ordinary Members (includes IMGs and scientists)
- ✕ International Associates
- ✕ Orthoptists.

#### Royal Australasian College of Surgeons

[Visit the Royal Australasian College of Surgeons website.](#)

RACS does not have membership categories.

RACS considers these practitioners are eligible to be assessed under 4a of the registration standard.

Practitioner type	Explanation
IMGs	International Medical Graduates.
Persons. (Surgeons without Fellowship)	Medical practitioners on either the general or specialist register who do not hold Fellowship.

#### Royal Australian and New Zealand College of Obstetricians and Gynaecologists

[Visit the Royal Australian and New Zealand College of Obstetricians and Gynaecologists website.](#)

RANZCOG considers these practitioners as members who are eligible to be assessed under 4a of the registration standard:

Eligible Membership Categories	Explanation
Educational Affiliate	<p>Registered medical practitioners who are working as specialists in obstetrics and gynaecology or more broadly in women's health in Australia or New Zealand and are not Fellows of the College and are not eligible for membership as an Associate Member. This may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• medical practitioners whose qualifications, training and experience have been assessed by the College as sufficient to enable them to practise safely with supervision in a specific position of workforce shortage in Australia;</li> <li>• medical practitioners who are Fellows of other Australasian medical colleges and whose practice is principally in the area of women's health (includes ACEM, ACRRM and RACGP);</li> <li>• public hospital Career Medical Officers who practice principally in the area of women's health.</li> </ul>

\*\*Even though the following practitioners hold membership and are eligible to be assessed under 4a of the registration they will need to submit evidence of the alternative college CPD program (RACGP or ACRRM or ACEM) they participated in because they only complete one activity with RANZCOG:

Eligible Membership Categories	Explanation
Diplomate	Medical practitioners who have completed all the requirements of the DRANZCOG Training Program.
Certificant	Practitioners who have satisfactorily completed all the requirements of the Certificate of Women's Health (CWH) Training Program.

[Visit the Royal Australian and New Zealand College of Psychiatrists website.](#)

Eligible Membership Categories	Explanation
Affiliate member	RANZCP Affiliate Members include psychiatrists who are registered to practice in Australia but who do not hold Fellowship of the RANZCP. Affiliate Membership is generally applicable to those who have specialist qualifications from overseas, may be seeking to attain Fellowship of the RANZCP, and are permitted to practice in Australia or New Zealand.

The following practitioners are **not** eligible to claim 4a of the standard:

- ✱ CPD Participant: A medical practitioner with current registration who, upon payment of a specific fee, may participate in the RANZCP CPD Program.

[Visit the Royal Australian and New Zealand College of Radiologists website.](#)

Eligible Membership Categories	Explanation
Life member	Life members have all the rights of Fellows. They have been awarded Life Membership due to outstanding work in his or her profession.
Education Affiliate	A registered medical practitioner who is practising as a Radiologist or Radiation Oncologist in Australia or New Zealand; and is not a Fellow of the College.

### General registration only and a Fellow of an accredited medical college

#### What is the CPD requirement?

If you are a general registrant who is a Fellow of an accredited medical college then you must meet the standard for CPD set by the medical college (category 4a of the Board's [CPD registration standard](#)).

#### What do I need to do?

If you are a Fellow you must submit evidence of activities in the year being audited that you participated in a college program.

Your activities must be relevant to your scope of practice.

You must provide:

- a completed cover sheet that outlines the categories and hours, points, credits claimed

#### AND

- copies of evidence to substantiate the activities claimed. (Please don't send original documents to AHPRA.)

The coversheet is accessible on the [Audit page](#) of the Medical Board of Australia website.